

W44

**DATE:** January 23, 2004

February 4, 2004

The Alpha Xi Delta Building Association has requested landmark designation for the Alpha Xi Delta Sorority House at 1619 R Street.

Designation of the “Alpha Xi” House as a Landmark appears to be consistent with the Comprehensive Plan and with Chapter 27.57 of the Zoning Code (Historic Preservation District).

Approval

**GENERAL INFORMATION:**

**LEGAL DESCRIPTION:** In Chislett's Subdivision, Lots 3, 4, and the east 50 feet of Lot 5, in Lincoln, Lancaster County, Nebraska, (SW 1/4 Sect 24-T10N-R6E).

**LOCATION:** South side of R Street, between N. 16<sup>th</sup> and N. 17<sup>th</sup> Streets.

**APPLICANT:** Alpha Xi Delta Building Association  
1619 R Street  
Lincoln, NE 68508

**CONTACT:** Caryl Greathouse  
29 Bishop Square  
Lincoln, NE 68502  
(402)432-5606

**EXISTING ZONING:** B-4 (Lincoln Center Business District)

**SIZE:** 18,460 square feet, more or less.

**EXISTING LAND USE:** Sorority house.

**SURROUNDING LAND USE AND ZONING:** P (Public Use—University of Nebraska and related services) and R-7 (Residential, used by sorority houses) to north, B-4 (Lincoln Center Business district, used for sorority to the west, University parking to the east, church and commercial to the south).

**HISTORY:** This sorority house was built in 1929 at the height of “Greek” house construction on the east and south edges of the expanding UNL campus. The “Greek Row” area was recognized as a historic district listed on the National Register of Historic Places in 1997.

**UTILITIES:** This area is served by all City utilities.

**PUBLIC SERVICE:** This area is served by all City public services.

**ESTHETIC CONSIDERATIONS:**

This sorority house anchors the southeast corner of the Greek Row Historic District. Designation as a landmark would implement Preservation Guidelines and design review of exterior changes, assisting the house association in maintaining the historic and architectural character of the house.

**ALTERATIVE USES:**

Approval of this application would not change the permitted uses in the zoning districts.

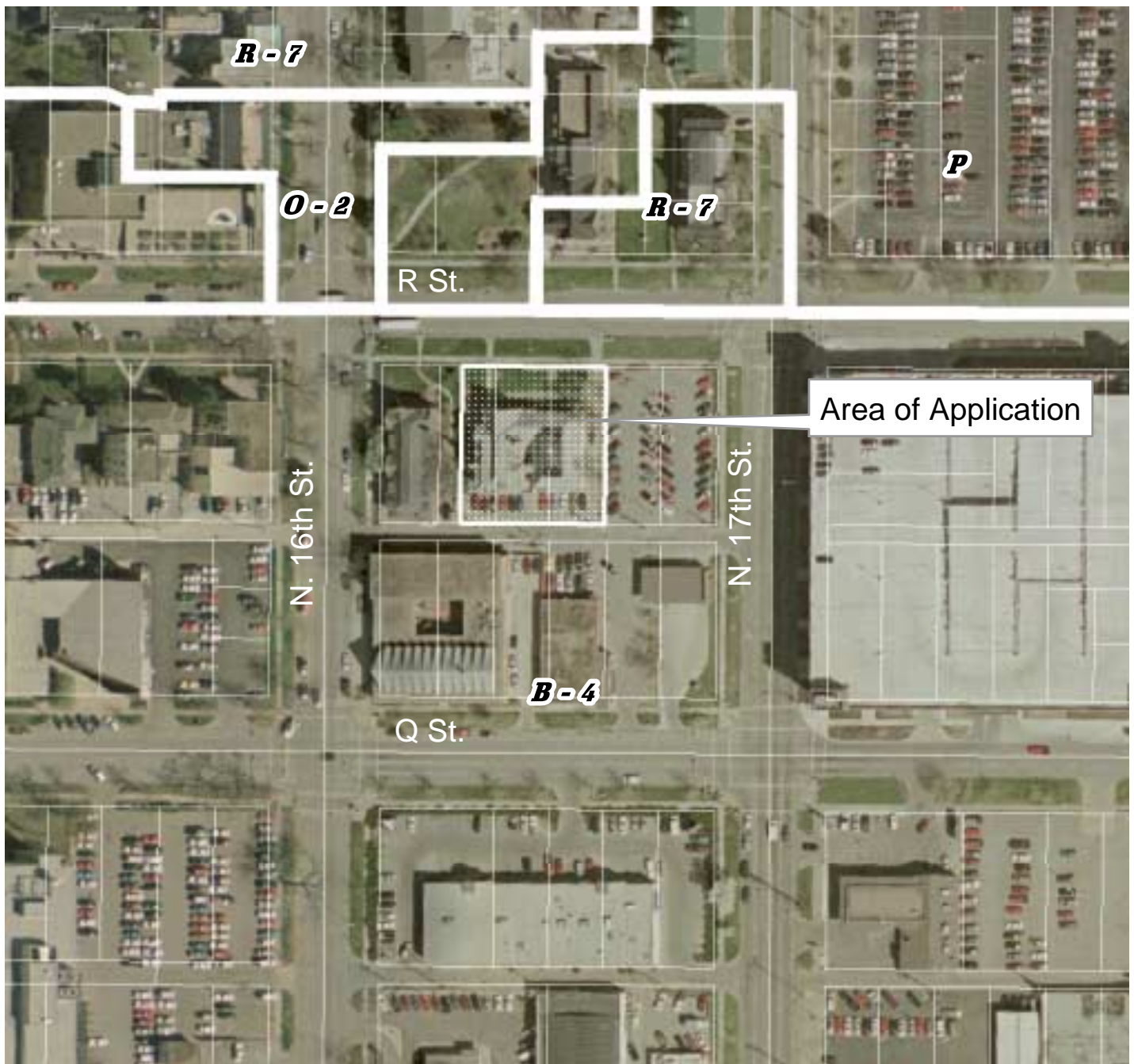
**ANALYSIS:**

1. Lincoln Municipal Code, section 27.57.120 provides for designation of landmarks that are *“Associated with events, person, or persons who have made a significant contribution to the history, heritage, or culture of the City of Lincoln, the County of Lancaster, the State of Nebraska, or the United States”* or that *“Represent a distinctive architectural style or innovation...”*
2. The Historic Preservation Commission held a public hearing on this matter and voted unanimously to recommend that the Alpha Xi Delta Sorority House be recognized as a Lincoln Landmark for its architectural character as a design by Lincoln architects Miller and Craig, who designed several of the “Greek” chapter houses on the UNL campus. The house is a strong example of Tudor Revival architecture, with a careful addition to the east designed in 1967 by Lincoln architect Woodrow Hull. The house is also significant for its historic association with the establishment of a concentrated area of “Greek” chapter houses at UNL.
3. Preservation guidelines for the proposed landmark are attached. They are based on the Secretary of the Interiors Standards and Guidelines for historic preservation and rehabilitation, which are also the guidelines used in the Haymarket Landmark District.
4. The application is enclosed.

5. The owners are requesting landmark designation for the protection of the house, and to benefit by the review of Historic Preservation Commission of any future changes to the building. Furthermore, the University of Nebraska Foundation is collaborating with individual house corporations to develop dedicated funds through which donors can assist in the preservation of specific chapter houses. The Foundation encourages landmark designation, in order that the appropriateness of funded work on chapter houses be reviewed. This designation therefore allows the City to use its existing historic preservation program and procedures to partner with the property owner and the University Foundation.
6. The listing of Greek Row Historic District on the National Register in 1997 recognizes its historic and architectural significance, but lends little protection except in the case of federal undertakings. This voluntary application for Lincoln Landmark designation offers more substantial protection. Six other fraternity or sorority houses in Greek Row are already designated as local landmarks.
7. The 2025 Comprehensive Plan includes a strategy to "Continue efforts to inventory, research, evaluate and celebrate the full range of historic resources throughout Lancaster County, collaborating with individuals, associations, and institutions, and designating landmarks and districts through the local preservation ordinance and the National Register of Historic Places."

Prepared by:

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Edward F. Zimmer, Ph. D.  
Historic Preservation Planner



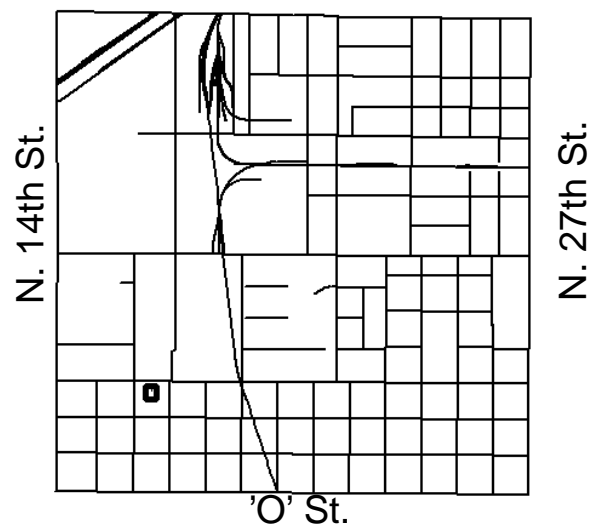
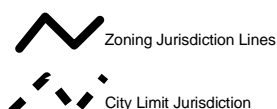
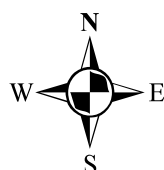
# **Change of Zone #HP79** **N. 16th & R St.** **Landmark Designation**

2002 aerial

## **Zoning:**

R-1 to R-8	Residential District
AG	Agricultural District
AGR	Agricultural Residential District
R-C	Residential Conservation District
O-1	Office District
O-2	Suburban Office District
O-3	Office Park District
R-T	Residential Transition District
B-1	Local Business District
B-2	Planned Neighborhood Business District
B-3	Commercial District
B-4	Lincoln Center Business District
B-5	Planned Regional Business District
H-1	Interstate Commercial District
H-2	Highway Business District
H-3	Highway Commercial District
H-4	General Commercial District
I-1	Industrial District
I-2	Industrial Park District
I-3	Employment Center District
P	Public Use District

One Square Mile  
 Sec. 24 T10N R6E



APPLICATION FOR LANDMARK OR LANDMARK DISTRICT DESIGNATION  
ADDENDUM TO PETITION TO AMEND THE ZONING ORDINANCE  
LINCOLN, NEBRASKA

1. NAME

Historic  
and/or Common  
NeHBS Site #

Alpha Xi Delta Sorority House  
Alpha Xi  
LC13:D9-517

2. LOCATION

Address

1619 R Street, Lincoln, NE 68508

3. CLASSIFICATION

Proposed Designation

☐ Landmark District  
☒ Landmark

Category

☐ district ☐ site  
☒ building(s) ☐ object  
☐ structure

Present Use

☒ educational  
☒ other sorority house)

4. OWNER OF PROPERTY

Name:

ALPHA XI DELTA BLDG ASSN

Address:

1619 R Street, Lincoln, NE 68508

5. GEOGRAPHICAL DATA

Legal Description      Chislett's Subdivision, Lots 3, 4, and the east 50 feet of Lot 5, Lincoln,  
Lancaster County, Nebraska.

Number of Acres or Square Feet: less than one acre

6. REPRESENTATION IN EXISTING SURVEYS

Title Historic and Architectural Site Survey of Lincoln, NE

Date 1996

☐ State

☐ County

☒ Local

Depository for survey records: Lincoln/Lancaster County Planning Dept., 555 S. 10<sup>th</sup> Street,  
Lincoln, NE 68508

Is proposed Landmark or Landmark District listed in the National Register?

X yes, within the Greek Row Historic District, listed 1997.

7. DESCRIPTION AND HISTORY

Condition

☐ excellent  
☒ good  
☐ fair

☐ deteriorated  
☐ ruins  
☐ unexposed

☐ unaltered  
☒ altered

☒ original site  
☐ moved date \_\_\_\_\_

**DESCRIPTION:**

Alpha Xi Delta Sorority House anchors the southeast corner of the Greek Row landmark district with an archtypal Tudor Revival Style design by Miller and Craig of Lincoln, the most prolific architects of Greek Row, with ten chapter houses to their credit. The original portion of the house, built in 1929, is 3 ½ stories tall and five bays wide, clad in quarry-faced gray limestone, with a dominant gable end towards R Street. It was built for an estimated \$38,000 by E. Rokahr and Sons, who also worked with Miller and Craig on Chi Omega, Sigma Alpha Epsilon, and Theta Chi "Greek" houses.



*Alpha Xi  
Delta Sorority  
House, The  
Cornhusker (yearbook), 1932, p. 298.*



The main entrance to Alpha Xi is under an arched stone porch at the northwest corner. The arch is repeated over the first floor windows of the north facade and of the east addition.

That addition extended the house three bays to the east in 1967, at a two story height. Woodrow Hull was architect of the addition, which provided a large dining room at the first story and sleeping rooms above. The addition is frankly visible but clearly subordinate to the main design. The house was evaluated at the time of the National Register nomination in 1997 as **contributing** to the National Register District.

*Alpha Xi Delta Sorority House, from north, 2000.*

Significant interior features include a vestibule at the main entrance and arched glass and wood double-door to the entry hall. That east-west entry hall has a beamed and stencilled ceiling. To the north of the hall is a small visitors' sitting room, through a large archway, and the housemother's



*Entrance hall, viewed from parlor, looking N, 2003.*



*Doorway from vestibule, looking W, 2003*



*West parlor, looking north, 2003*



*Entry hall SE toward stairs, 2003*



*Stairs, looking SW, 2003*

quarters. To the south the hall opens on a deep parlor extending the length of the west end of the house, with a fireplace and stone mantel at the center of the west wall. The room is brightened by large windows on the west and south walls. The entry hall also provides access through an archway to



an open staircase with wooden newel posts and handrails and wrought iron railings.

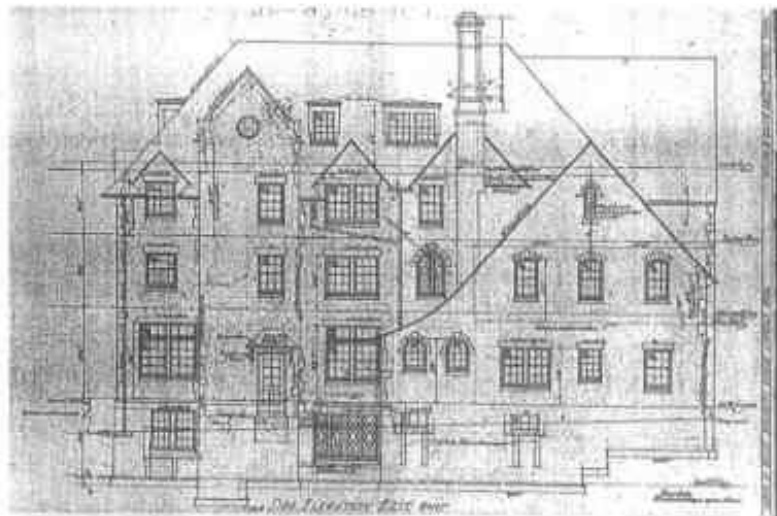
The vestibule, visitors' parlor, entry hall, west parlor, and open stairs constitute the significant history features of the interior that contribute to the historic character of the property and warrant careful preservation.

### HISTORY:

The Rho Chapter of Alpha Xi Delta was founded at the University of Nebraska in 1912. The sorority was housed at 1527 M Street (now south of Pershing Auditorium, site of a State parking garage) in a 2 ½ story stuccoed frame house from its founding until the present chapter house was built in Greek Row. The M St. house was subsequently occupied by other Greek houses including Theta Phi Alpha Sorority and a fraternity.

Jesse Boas Miller and Fritz Craig, architects of Alpha Xi house, also designed the neighboring sorority houses for Delta Delta Delta (adjacent to the west) and both of the houses to the north flanking University Terrace, Kappa Delta and Pi Kappa Phi (originally Alpha Delta Theta), all in 1926. Alpha Xi completed their quartet of fine sorority houses between 16<sup>th</sup> and 17<sup>th</sup> on R Street, capping the southeast corner of Greek Row.

*Original East Elevation of Alpha Xi  
Delta Sorority House,  
1929, Miller & Craig, architects*



### 8. SIGNIFICANCE

Period

Areas of Significance-Check and justify

x 1900-

x architecture

X education

Specific dates: 1929

Builder/Architect: 1929--Miller & Craig, (architects), E. Rokahr & Sons (contractor);  
1967--Woodrow Hull (architect), O. C. Hersh Construction (contractor of addition)

Statement of Significance:

Alpha Xi Delta is a characteristic contributing historic resource, anchoring a corner of the Greek Row Historic District. It is the one of several handsome houses constructed in the Tudor Revival style; its limestone exterior sets it apart from its immediate neighbors by the same architects and lends it a strong presence on Greek Row. The building, executed in 1929, is a strong contributor to Greek Row and Lincoln in architectural character and preservation of architectural integrity.



9. STANDARDS FOR DESIGNATION

(Check one(s) that apply)

- ☒ Associated with events, person, or persons who have made a significant contribution to the history, heritage, or culture of the City of Lincoln, the County of Lancaster, the State of Nebraska, or the United States;
- ☒ Represents a distinctive architectural style or innovation, or is the work of a craftsman whose individual work is significant in the development of the City of Lincoln, the County of Lancaster, the State of Nebraska, or the United States; or
- ☐ Represents archeological values in that it yields or may be likely to yield information pertaining to pre-history or history.

10. MAJOR BIBLIOGRAPHICAL REFERENCES

Lincoln Building permit 18471, 95519; City Permit Application original plans

Lincoln City Directories

"Greek Row Historic District" National Register nomination, prepared by Justin Van Mullem, 1997.

*The Cornhusker* yearbook, 1927, 1932.

11. FORM PREPARED BY:

Name/Title: by Ed Zimmer, Lincoln/Lancaster County Planning Dept.

Organization: Alpha Xi Delta Building Association

c/o Denise Scholz (treasurer), 10222 Polk St., Omaha, NE 68127

cc: Caryl Greathouse, 29 Bishop Square, Lincoln, NE 68502

Date Submitted: 12/26/03

Street & Number 1619 R St. (68508)

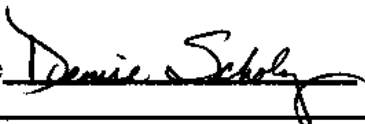
Telephone (402)432-5606

(C. Greathouse)

City or Town Lincoln

State Nebraska

Signature



FOR HISTORIC PRESERVATION COMMISSION USE ONLY:

DATE LANDMARK/LANDMARK DISTRICT DESIGNATED

LANDMARK/LANDMARK DISTRICT NUMBER

Approved:

City Council \_\_\_\_\_  
(date)

**PRESERVATION GUIDELINES FOR  
Alpha Xi Delta Sorority House  
1619 R Street**

**1. Architectural Review of Landmark:**

- a. Photographs: On file in Planning Department.
- b. Important architectural features:  
**Exterior:** Three-and-one-half-story height, limestone walls, steep gable roofs, open stone porch, windows with multiple small panes;  
**Interior:** entrance vestibule and east-west hallway, main west parlor, north visitors' sitting room, open principal stair from first to second floor
- c. Important landscape features: narrow north yard
- d. Architectural style and date: Tudor Revival, designed by Miller & Craig of Lincoln, 1929
- e. Additions and modifications: two-story east addition of 1967, by Woodrow Hull

**2. Notice of Work Needing Certificate:**

- A. A Certificate for Certain Work can be granted by the Preservation Commission or, in certain instances, by the Director of Planning. The application for the Certificate can be obtained from and should be filed with the Building and Safety Department. The following work to be conducted on the Landmark requires the procurement of a Certificate for Certain Work:
  - 1. Exterior work requiring a Building Permit as defined in the Lincoln Building Code. Before conducting exterior work, check with the City Building and Safety Department to determine whether a Building Permit is necessary;
  - 2. Demolition of a structure or portion of a structure as defined in the Lincoln Building Code;
  - 3. Work involving:
    - a. Reduction of front yard;
    - b. Addition of fencing and walls visible from R Street;
    - c. Replacement of exterior material and trim or visible roofing materials;
    - d. Cleaning and maintenance of exterior masonry;
    - e. Replacement of doors, storm doors, door frames, windows, storm windows, and screens (excluding seasonal) on facades visible from R Street;
    - f. Addition of awnings;
    - g. Placement of mechanical systems, such as but not limited to, window air conditioners, solar collectors, etc.;
    - h. The addition or replacement of signs;
    - i. Moving structures on or off the site;
    - j. Installation of electrical, utility, and communications services on principal (north) facade;
    - k. Placement of high intensity overhead lighting, antennae, and utility poles within the areas of the north facade.

1. Interior modifications in the entrance hall, west parlor, visitors' sitting room, main stair (1<sup>st</sup> to 2<sup>nd</sup> floor).

**B. The following work to be conducted on the Landmark does not require the procurement of a Certificate for Certain Work:**

1. Changes involving routine maintenance and repair for the general cleaning and upkeep of the building but which include no direct physical change in design or material;
2. Changes involving color and landscaping, except as previously noted;
3. Interior changes involving no exterior alteration, except in the areas previously noted (2.A.3.d. above).

**C. The penalty upon conviction for conducting work which requires a Certificate for Certain Work without procuring the Certificate or for doing work contrary to an issued Certificate is a fine not to exceed \$100.00. Each and every day that such violation continues after notification may constitute a separate offense. The City of Lincoln may also pursue the remedies of injunction, mandamus, or other appropriate action to correct a violation.**

**3. Standards for Owner and Preservation Commission:**

The following standards serve as a guide to the Landmark property owner in the preservation of their building. It is also intended that these Standards will aid the Commission in making decisions regarding issuance or denial of a Certificate.

When a decision on issuing or denying a Certificate is requested, the more definitive the presentation by the applicant, the easier it will be to convey and comprehend the effect of the proposed change. The owner or representative should plan to attend the public hearing to discuss the proposed work. When an application is being reviewed, it will be the responsibility of the applicant to demonstrate that the new work is compatible with these Standards.

A strict interpretation of these guidelines may be waived by the Preservation Commission if the applicant develops a design solution which meets the spirit and intent of the Historic Preservation Ordinance. In addition, although the owner of the landmark must receive Certificates for work identified above, a broader interpretation of the Guidelines for this property may be allowed by the Preservation Commission.

**(Based on the Secretary of the Interior's Standards for Rehabilitation and Guidelines  
for Rehabilitating Historic Buildings)**

1. Every reasonable effort shall be made to provide a compatible use for a property which requires minimal alteration of the building, structure, or site and its environment, or to use a property for its originally intended purpose.
2. The distinguishing original qualities or character of a building, structure, or site and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features should be avoided when possible.
3. All buildings, structures, and sites shall be recognized as products of their own time. Alterations that have no historical basis and which seek to create an earlier appearance shall be discouraged.
4. Changes which may have taken place in the course of time are evidence of the history and development of a building, structure, or site and its environment. These changes may have acquired significance in their own right, and this significance shall be recognized and respected.
5. Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure, or site shall be treated with sensitivity.
6. Deteriorated architectural features shall be repaired rather than replaced, wherever possible. In the event replacement is necessary, the new material should match the material being replaced in composition, design, color, texture, and other visual qualities. Repair or replacement of missing architectural features should be physical, based on accurate duplications of features, substantiated by historic, physical, or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.
7. The surface cleaning of structures shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the historic building material shall not be undertaken.
8. Every reasonable effort shall be made to protect and preserve archeological resources affected by, or adjacent to any project.
9. Contemporary design for alterations and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant historical, architectural or cultural material, and such design is compatible with the size, scale, color, material, and character of the property, neighborhood or environment.
10. Wherever possible, new additions or alterations to structures shall be done in such a manner that if such additions or alterations were to be removed in the future the essential form and integrity of the structure would be unimpaired.

**GUIDELINES FOR APPLYING THE SECRETARY OF THE INTERIOR'S STANDARDS FOR  
REHABILITATION**

**THE ENVIRONMENT**

**Recommended**

Retaining distinctive features such as the size, scale, mass, color, and materials of buildings, including roofs, porches, and stairways that give a neighborhood its distinguishing character.

Retaining landscape features such as parks, gardens, street lights, signs, benches, walkways, streets, alleys and building set-backs that have traditionally linked buildings to their environment.

Using new plant materials, fencing, walkways, street lights, signs and benches that are compatible with the character of the neighborhood in size, scale, material and color.

**Not Recommended**

Introducing new construction into neighborhoods that is incompatible with the character of the district because of size, scale, color, and materials.

Destroying the relationship of buildings and their environment by widening existing streets, changing paving material, or by introducing inappropriately located new streets and parking lots that are incompatible with the character of the neighborhood.

Introducing signs, street lighting, benches, new plant materials, fencing, walkways and paving materials that are out of scale or inappropriate to the neighborhood.

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**BUILDING SITE**

**Recommended**

Identifying plants, trees, fencing, walkways, outbuildings, and other elements that might be an important part of the property's history and development.

Retaining plants, trees, fencing, walkways, street lights, signs, and benches that reflect the property's history and development.

**Not Recommended**

Making changes to the appearance of the site by removing old plants, trees, fencing, walkways, outbuildings, and other elements before evaluating their importance in the property's history and development.

**BUILDING SITE ---- continued**

**Recommended**

Basing decisions for new site work on actual knowledge of the past appearance of the property found in photographs, drawings, newspapers, and tax records. If changes are made, they should be carefully evaluated in light of the past appearance of the site.

Providing proper site and roof drainage to assure that water does not splash against building or foundation walls, nor drain toward the building.

**Not recommended**

Leaving plant materials and trees in close proximity to the building that may be causing deterioration of the historic fabric.

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**BUILDING: STRUCTURAL SYSTEMS**

**Recommended**

Recognizing the special problems inherent in the structural systems of historic buildings, especially where there are visible signs of cracking, deflection, or failure.

Undertaking stabilization and repair of weakened structural members and systems.

Replacing historically important structural members only when necessary. Supplementing existing structural systems when damaged or inadequate.

**Not Recommended**

Disturbing existing foundations with new excavations that undermine the structural stability of the building.

Leaving known structural problems untreated that will cause continuing deterioration and will shorten the life of the structure.

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**BUILDING: EXTERIOR FEATURES**

**Masonry: Adobe, brick, stone, terra cotta, concrete, stucco and mortar**

**Recommended\***

Retaining original masonry and mortar, whenever possible, without the application of any surface treatment.

**Not Recommended**

Applying waterproof or water repellent coatings or surface consolidation treatments unless required to solve a specific technical problem

**Masonry: Adobe, brick, stone, terra cotta, concrete, stucco and mortar ----- Continued**

that has been studied and identified. Coatings are frequently unnecessary, expensive, and can accelerate deterioration of the masonry.

Repointing only those mortar joints where there is evidence of moisture problems or when sufficient mortar is missing to allow water to stand in the mortar joint.

Repointing mortar joints that do not need repointing. Using electric saws and hammers to remove mortar can seriously damage the adjacent brick.

Duplicating old mortar in composition, color and texture.

Repointing with mortar of high Portland cement content can often create a bond that is stronger than the building material. This can cause deterioration as a result of the differing coefficient of expansion and the differing porosity of the material and the mortar.

Duplicating old mortar in joint size, method of application, and joint profile.

Repointing with mortar joints of a differing size or joint profile, texture or color.

Repairing stucco with a stucco mixture that duplicates the original as closely as possible in appearance and texture.

Cleaning masonry only when necessary to halt deterioration or to remove graffiti and stains and always with the gentlest method possible, such as low pressure water and soft natural bristle brushes.

Sandblasting, including dry and wet grit and other abrasives, brick or stone surfaces; this method of cleaning erodes the surface of the material and accelerates deterioration. Using chemical cleaning products that would have an adverse chemical reaction with the masonry materials, i.e., acid on limestone or marble.

Repairing or replacing, where necessary, deteriorated material with new material that duplicates the old as closely as possible.

Applying new material which is inappropriate or was unavailable when the building was constructed, such as artificial brick siding, artificial cast stone or brick veneer.

Replacing missing significant architectural features, such as cornices, brackets, railings, and shutters.

Removing architectural features such as cornices, brackets, railings, shutters, window architraves and doorway pediments.



Masonry: Adobe, brick, stone, terra cotta, concrete, stucco and mortar-----Continued

Retaining the original or early color and texture of masonry surfaces, including early signage wherever possible. Brick or stone surfaces may have been painted or whitewashed for practical and aesthetic reasons.

Removing paint from masonry surfaces indiscriminately. This may subject the building to damage and change its appearance.

\*For more information consult Preservation Briefs: 1: "The Cleaning and Waterproof Coating of Masonry Buildings" and Preservation Briefs: 2: "Repointing Mortar Joints in Historic Brick Buildings." Both are available from Technical Preservation Services Division, Heritage Conservation and Recreation Service, U. S. Department of the Interior, Washington, D.C. 20240

Wood: Clapboard, weatherboard, shingles and other wooden siding

Recommended

Retaining and preserving significant architectural features, whenever possible.

Repairing or replacing, where necessary, deteriorated material that duplicates in size, shape and texture the old as closely as possible.

Not Recommended

Removing architectural features such as siding, cornices, brackets, window architraves, and doorway pediments. These are, in most cases, an essential part of a building's character and appearance that illustrates the continuity of growth and change.

Resurfacing frame buildings with new material that is inappropriate or was unavailable when the building was constructed such as artificial stone, brick veneer, asbestos or asphalt shingles, and plastic or aluminum siding. Such material can also contribute to the deterioration of the structure from moisture and insects.

Architectural Metals: Cast iron, steel, pressed tin, aluminum, zinc

Recommended

Retaining original material, whenever possible.

Not Recommended

Removing architectural features that are an essential part of a building's character and appearance, illustrating the continuity of growth and change.

Architectural Metals: Cast iron, steel, pressed tin, aluminum, zinc ----- Continued

Cleaning when necessary with the appropriate method. Metals should be cleaned by methods that do not abrade the surface.

Exposing metals which were intended to be protected from the environment. Do not use cleaning methods which alter the color, texture, and tone of the metal.

Roofs and Roofing

Recommended

Preserving the original roof shape.

Retaining the original roofing material, whenever possible.

Providing adequate roof drainage and insuring that the roofing materials provide a weather-tight covering for the structure.

Replacing deteriorated roof coverings with new material that matches the old in composition, size, shape, color, and texture.

Preserving or replacing, where necessary, all architectural features that give the roof its essential character, such as dormer windows, cupolas, cornices, brackets, chimneys, cresting, and weather vanes.

Windows and Doors

Recommended

Retaining and repairing existing window and door openings including window sash, glass, lintels, sills, architraves, shutters, doors, pediments, hoods, steps, and all hardware

Not Recommended

Changing the essential character of the roof by adding inappropriate features such as dormer windows, vents, or skylights.

Applying new roofing material that is inappropriate to the style and period of the building and neighborhood.

Replacing deteriorated roof coverings with new materials that differ to such an extent from the old in composition, size, shape, color, and texture that the appearance of the building is altered.

Stripping the roof of architectural features important to its character.

Not Recommended

Introducing new window and door openings into the principal elevations, or enlarging or reducing window or door openings to fit new stock window sash or new stock door sizes.

**Windows and Doors ----- Continued**

Duplicating the material, design, and the hardware of the older window sash and doors if new sash and doors are used.

Installing visually unobtrusive storm windows and doors, where needed, that do not damage existing frames and that can be removed in the future.

Using original doors and door hardware when they can be repaired and reused in place.

Altering the size of window panes or sash. Such changes destroy the scale and proportion of the building.

Installing inappropriate new window or door features such as aluminum storm and screen window insulating glass combinations that require the removal of original windows and doors.

Installing plastic, canvas, or metal strip awnings or fake shutters that detract from the character and appearance of the building.

Discarding original doors and door hardware when they can be repaired and reused in place.

**Entrances, Porches, and Steps**

**Recommended**

Retaining porches and steps that are appropriate to the building and its development. Porches or additions reflecting later architectural styles are often important to the building's historical integrity and, wherever possible, should be retained.

Repairing or replacing, where necessary, deteriorated architectural features of wood, iron, cast iron, terra cotta, tile, and brick.

**Not Recommended**

Removing or altering porches and steps that are appropriate to the building's development and style.

Stripping porches and steps of original material and architectural features, such as handrails, balusters, columns, brackets, and roof decoration of wood, iron, cast iron, terra cotta, tile and brick.

Enclosing porches and steps in a manner that destroys their intended appearance.

**Exterior Finishes**

**Recommended**

Discovering the historic paint colors and finishes of the structure and repainting with those colors to illustrate the distinctive character of the property.

**Not Recommended**

Removing paint and finishes down to the bare surface; strong paint strippers whether chemical or mechanical can permanently damage the surface. Also, stripping obliterates evidence of the historical paint finishes.

Repainting with colors that cannot be documented through research and investigation to be appropriate to the building and neighborhood.

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**NEW CONSTRUCTION**

**Recommended**

Keeping new additions and adjacent new construction to a minimum, making them compatible in scale, building materials, and texture.

Designing new work to be compatible in materials, size, scale, color, and texture with the earlier building and the neighborhood.

Using contemporary designs compatible with the character and mood of the building or the neighborhood.

**Not Recommended**

Designing new work which is incompatible with the earlier building and the neighborhood in materials, size, scale, and texture.

Imitating an earlier style or period of architecture in new additions, except in rare cases where a contemporary design would detract from the architectural unity of an ensemble or group. Especially avoid imitating an earlier style of architecture in new additions that have a completely contemporary function such as a drive-in bank or garage.

Adding new height to the building that changes the scale and character of the building. Additions in height should not be visible when viewing the principal facades.

Adding new floors or removing existing floors

that destroy important architectural details, features and spaces of the building.

Protecting architectural details and features that contribute to the character of the building.

Placing television antennas and mechanical equipment, such as air conditioners, in an inconspicuous location.

Placing television antennas and mechanical equipment, such as air conditioners where they can be seen from the street.

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**MECHANICAL SYSTEMS: Heating and Air Conditioning, Electrical, Plumbing, Fire Protection**

**Recommended**

Installing necessary mechanical systems in areas and spaces that will require the least possible alteration to the structural integrity and physical appearance of the building.

Utilizing early mechanical systems, including plumbing and early lighting fixtures, where possible.

Installing the vertical runs of ducts, pipes, and cables in closets, service rooms, and wall cavities.

Insuring adequate ventilation of attics, crawlspaces, and cellars to prevent moisture problems.

Installing thermal insulation in attics and in unheated cellars and crawlspaces to conserve energy.

**Not Recommended**

Causing unnecessary damage to the plan, materials, and appearance of the building when installing mechanical system.

Attaching exterior electrical and telephone cables to the principal elevations of the building.

Installing the vertical runs of ducts, pipes, and cables in places where they will be a visual intrusion.

Concealing or "making invisible" mechanical equipment in historic walls or ceilings. Frequently this concealment requires the removal of historic fabric.

Installing "dropped" acoustical ceilings to hide mechanical equipment. This destroys the proportions and character of the rooms.

Installing foam, glass fiber, or cellulose insulation into wall cavities of either wooden or masonry construction. This has been found to cause moisture problems when there is no adequate moisture barrier.